

# Switching to Docs from Microsoft Word

In Word...	In Docs...
Share your document using Microsoft® SharePoint® or OneDrive®	<p>Share your document from Docs</p> <div><p>“</p><ol style="list-style-type: none"><li>1. From a document, click <b>Share</b>.</li><li>2. Under People, enter the email address of the person or group you want to share with.</li><li>3. Click Edit Edit and choose the access level.</li><li>4. Click <b>Send</b>.</li></ol></div> <p>For more details, see <a href="#">Get started with Docs</a>.</p> <p>Share your document with Word users</p> <div><p>“</p><ol style="list-style-type: none"><li>1. From a document, click <b>File &gt; Email as attachment</b>.</li><li>2. Under Attach as, choose the format (Word, PDF, etc.).</li><li>3. Enter the email address, subject, and message.</li><li>4. Click <b>Send</b>.</li></ol></div> <p>For more details, see <a href="#">Work with Microsoft Office files</a>.</p>

In Word...	In Docs...
Collaborate in real-time in Word Online	<p>Collaborate in real-time in Docs</p> <p>When you share a document, depending on their access, collaborators can edit documents, add comments, and assign tasks.</p> <ul style="list-style-type: none"><li>• To track changes, at the top right, click the Down arrow Down arrow. From the menu, set the mode to <b>Suggesting</b>.</li><li>• To add and assign a comment:</li></ul> <div><p>“</p><ol style="list-style-type: none"><li>1. Select the text you want to comment on.</li><li>2. Click Add comment Add comment.</li><li>3. To assign a comment to someone, enter + and the person’s email.</li><li>4. Enter your comment, then click <b>Comment</b>.</li></ol></div>

In Word...	In Docs...
<p>Access version history in SharePoint or OneDrive</p>	<p>Access version history in Docs</p> <div data-bbox="895 206 1406 2240"><div data-bbox="930 241 1305 546"><p>“</p><ol style="list-style-type: none"><li>1. Select <b>File</b> and then <b>Version history</b> and then <b>See version history</b>.</li><li>2. Click a time stamp to see a previous version of the file.</li><li>3. (Optional) Do any of the following:</li></ol></div><div data-bbox="1117 555 1276 2231"><p>“</p><ul style="list-style-type: none"><li>• To make a previous version of the document available, click the <b>Make available</b> button.</li></ul></div></div>

In Word...	In Docs...						
Track changes in a document	<div>Make suggestions and comments</div> <div>Make suggestions in a document</div> <table><tr><td>1</td><td>In the top corner, make sure you're in <b>Suggesting</b> mode, which may also appear as Suggest.</td></tr><tr><td>2</td><td>To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).</td></tr><tr><td>3</td><td>The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept Checkmark or Reject Close it.</td></tr></table> <div>Suggest edits</div> <div>Add and assign comments in a document</div> <div><div><div>“</div><div><div>1. In <u>Docs</u>, <u>Sheets</u>, or <u>Slides</u>, select the text you'd like to comment on.</div><div>2. Click Add comment Add comment.</div><div>3. Enter your comment in the box.</div><div>4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.</div><div>5. (Optional) To assign the comment to a specific person, check the <b>Assign to</b> box.</div><div>6. Click <b>Comment</b> or <b>Assign</b>.</div></div></div></div>	1	In the top corner, make sure you're in <b>Suggesting</b> mode, which may also appear as Suggest.	2	To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).	3	The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept Checkmark or Reject Close it.
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In Word...	In Docs...
<p>Open a Word document</p>	<p>Open a Word document</p> <div data-bbox="893 206 1406 508"> <p>“</p> <ol style="list-style-type: none"> <li>1. In <u>Drive</u>, double-click a Word file. A preview of your file opens.</li> <li>2. At the top, click <b>Open with Google Docs</b>.</li> </ol> </div> <p>Any changes you make are saved to the original Microsoft Office file.</p> <p>For more details, see <a href="#">Work with Microsoft Office files</a>.</p>
<p>Access a document offline in OneDrive</p>	<p>Access a document offline in Drive</p> <div data-bbox="893 754 1406 1417"> <p>“</p> <ol style="list-style-type: none"> <li>1. Install the <a href="#">Google Docs Offline extension</a>.</li> <li>2. In <u>Drive</u>, click Settings and then <b>Settings</b>.</li> <li>3. In the Offline section, check the <b>Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline</b> box.</li> <li>4. Click <b>Done</b>.</li> <li>5. Right-click a file and turn on <b>Available offline</b>.</li> </ol> </div> <p>To learn how to access files offline from your desktop or mobile, see <a href="#">Access stored Drive files without the internet</a>.</p>
<p>Save a document automatically in SharePoint or OneDrive or turn on AutoRecover</p>	<p>Save a document automatically in Drive</p> <p>Your document saves automatically in Drive as you work, so you don't need to click <b>Save</b>.</p>
<p>Insert pictures in your document</p>	<p>Add images to your document</p> <p>You can drag and drop images from your computer into your document. Or, click <b>Insert</b> and then <b>Image</b> and choose an image from Google Drive, Google Photos, the web, and more.</p> <p>For more details, see <a href="#">Add and edit images</a>.</p>

In Word...	In Docs...
Add an Excel chart to your document	<div>Add a Sheets chart to your document</div> <div><div>“</div><div><ol style="list-style-type: none"><li>1. In <u>Sheets</u>, select the chart you want to copy.</li><li>2. At the top right, click <b>More More</b>and then <b>Copy chart</b>.</li><li>3. In <u>Docs</u>, right-click and then<b>Paste</b>.</li><li>4. Click Paste.</li></ol></div><div>”</div></div> <div>For more details, see <a href="#">Insert and edit charts</a>.</div>

Revision #1

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